

To  
Mr. Sovan Chatterjee  
The Mayor of Kolkata  
K.M.C.

Respected Sir,

We are a Wellness-focused professional organization, providing various performing arts and yoga classes to our learners and members from all over the city. We also work with institutions that provide school facilities and specialize in imparting quality education to underprivileged children and those with special needs. We try to do our utmost to improve their quality of life by teaching them performing arts and having them participate in cultural events so that they become more social.

We have decided to hold our very first annual function at Sarat Sadan Auditorium on 16th of June 2017. On this occasion our learners and members along with a group of special children will showcase their skills in various activities.

We are still a very small foundation and yet to get enough enrollments to our training courses so that we become financially strong enough to expand the charitable works mentioned above.

We would really appreciate it if you could get us a concession in the venue booking package so that we could spend our budget on modern stage lighting system, special theme-based costumes, props & more in order to make the show a visual treat for the audiences. We believe this would help us with promoting our organization and get us a good number of enrollments in days to come.

We would be grateful to you if you kindly asked the management of the auditorium to give us a concession.

Thanking You.

Your's Faithfully  
Munmun RoyChowdhury  
Director of Nirvana Performing Arts & Wellness Academy

Date : 05.04.2017